

CLASS TITLE: COPYING MACHINE OPERATOR

Class Code : 02777200

Pay Grade: 10A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To operate one or more copying devices such as blueprint, photocopy, microfilming, photostat or other related equipment for the purpose of reproducing plans and drawings, maps, charts, records, letters, forms, memoranda and other printed and written matter; to develop negatives and prints; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior from whom specific assignments are received; work is reviewed upon completion for clarity, legibility and adequacy.

SUPERVISION EXERCISED: Usually none, but may supervise other positions assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To operate one or more copying devices such as blueprint, photocopy, microfilming, photostat or other related equipment such as an ammonia dry process developer for the purpose of reproducing plans and drawings, maps, charts, records, letters, forms, memoranda and other printed and written matter.

To develop, fix, bathe, wash, and dry negatives and prints; and to prepare various developing and fixing solutions.

To clean, adjust, lubricate and make minor repairs to copying machines and related equipment.

To order and maintain printing paper supplies, developing solutions, replacement parts, and plates necessary for the operation of such copying equipment.

Occasionally, to operate other duplicating equipment.

To perform incidental and necessary clerical functions required in the performance of such operations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and mechanics of copying machines and the ability to apply such knowledge in the operation and minor maintenance and repair of such machines and related equipment; a familiarity with other duplicating equipment; the ability to prepare materials and chemical solutions for the production of photocopy negatives and prints; the ability to order supplies, equipment, solutions and prints necessary for the operation of such equipment; the ability to perform incidental clerical functions required for keeping records; the ability to follow written and oral instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position involving the operation and simple, routine maintenance of various copying machines and related equipment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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